Project DC-STEP | Daily Recruitment Log

Clinic: _____

Instructions: Complete Columns A - G for the appropriate day of the week and enter into the DMS at the end of each day. For Columns C - E, tally the numbers as you approach and screen throughout the day. Columns D, F, and G must sum to Column C; however, the sum of the subcodes in columns F and G can be greater than the total number of non-participants due to respondents offering multiple reasons for non-participation in the ACASI. Data must be entered into DMS at the end of each week. NOTE: A Face Sheet must be initiated for each woman who signs an ACASI Consent Form regardless of ACASI results.

A. General Info	B. Total Recruiting Time	C. #Patients Approached for Recruitment	D. ACASI Consents / Screenings	E. #Recruited to NRT/ETS	F. # ACASI Non-Participants Due to Self-Identified Ineligibility	G. # ACASI Non-Participants Due to Other Reasons
MONDAY ____/____/____ Date (mm/dd/yy) |____|____| **# Patients *Scheduled* for the day** |____|____| **# *Actual* Patients for the day** ☐ **Entered data in DMS?**	**AM:** _____ hrs _____ min - - - - - **PM:** _____ hrs _____ min	|____|____| |____|____|	|____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted** - - - - - |____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted**	|____|____| **# NRT** |____|____| **# ETS** - - - - - |____|____| **# NRT** |____|____| **# ETS**	**Total** |____|____| 01 → |____|____| 02 → |____|____| 03 → |____|____| 04 → |____|____| 05 → |____|____| 06 → |____|____| 07 → |____|____| 08 → |____|____|	**Total** |____|____| 20 → |____|____| 30 → |____|____| 31 → |____|____| 32 → |____|____| 33 → |____|____| 40 → |____|____| 41 → |____|____|
TUESDAY ____/____/____ Date (mm/dd/yy) |____|____| **# Patients *Scheduled* for the day** |____|____| **# *Actual* Patients for the day** ☐ **Entered data in DMS?**	**AM:** _____ hrs _____ min - - - - - **PM:** _____ hrs _____ min	|____|____| |____|____|	|____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted** - - - - - |____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted**	|____|____| **# NRT** |____|____| **# ETS** - - - - - |____|____| **# NRT** |____|____| **# ETS**	**Total** |____|____| 01 → |____|____| 02 → |____|____| 03 → |____|____| 04 → |____|____| 05 → |____|____| 06 → |____|____| 07 → |____|____| 08 → |____|____|	**Total** |____|____| 20 → |____|____| 30 → |____|____| 31 → |____|____| 32 → |____|____| 33 → |____|____| 40 → |____|____| 41 → |____|____|

A. General Info	B. Total Recruiting Time	C. # Patients Approached for Recruitment	D. ACASI Consents*/ Screenings	E. #Recruited to NRT/ETS	F. # ACASI Non-Participants Due to Self-Identified Ineligibility	G. # ACASI Non-Participants Due to Other Reasons
WEDNESDAY ____/____/____ Date (mm/dd/yy) |____|____| **# Patients *Scheduled* for the day** |____|____| **# *Actual* Patients for the day** ☐ **Entered data in DMS?**	AM: _____ hrs _____ min PM: _____ hrs _____ min	|____|____| |____|____|	|____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted** |____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted**	|____|____| **# NRT** |____|____| **# ETS** |____|____| **# NRT** |____|____| **# ETS**	**Total** |____|____| 01 → |____|____| 02 → |____|____| 03 → |____|____| 04 → |____|____| 05 → |____|____| 06 → |____|____| 07 → |____|____| 08 → |____|____|	**Total** |____|____| 20 → |____|____| 30 → |____|____| 31 → |____|____| 32 → |____|____| 33 → |____|____| 40 → |____|____| 41 → |____|____|
THURSDAY ____/____/____ Date (mm/dd/yy) |____|____| **# Patients *Scheduled* for the day** |____|____| **# *Actual* Patients for the day** ☐ **Entered data in DMS?**	AM: _____ hrs _____ min PM: _____ hrs _____ min	|____|____| |____|____|	|____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted** |____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted**	|____|____| **# NRT** |____|____| **# ETS** |____|____| **# NRT** |____|____| **# ETS**	**Total** |____|____| 01 → |____|____| 02 → |____|____| 03 → |____|____| 04 → |____|____| 05 → |____|____| 06 → |____|____| 07 → |____|____| 08 → |____|____|	**Total** |____|____| 20 → |____|____| 30 → |____|____| 31 → |____|____| 32 → |____|____| 33 → |____|____| 40 → |____|____| 41 → |____|____|

A. General Info	B. Total Recruiting Time	C. # Patients Approached for Recruitment	D. ACASI Consents*/ Screenings	E. #Recruited to NRT/ETS	F. # ACASI Non-Participants Due to Self-Identified Ineligibility	G. # ACASI Non-Participants Due to Other Reasons
FRIDAY ____/____/____ Date (mm/dd/yy) |____|____| **# Patients *Scheduled* for the day** |____|____| **# *Actual* Patients for the day** ☐ **Entered data in DMS?**	AM: _____ hrs _____ min PM: _____ hrs _____ min	|____|____| |____|____|	|____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted** |____|____| **# Signed ACASI Consents** |____|____| **# ACASI Conducted**	|____|____| **# NRT** |____|____| **# ETS** |____|____| **# NRT** |____|____| **# ETS**	**Total** |____|____| 01 → |____|____| 02 → |____|____| 03 → |____|____| 04 → |____|____| 05 → |____|____| 06 → |____|____| 07 → |____|____| 08 → |____|____|	**Total** |____|____| 20 → |____|____| 30 → |____|____| 31 → |____|____| 32 → |____|____| 33 → |____|____| 40 → |____|____| 41 → |____|____|

Codes for Non-Participation in ACASI

01 = Age < 18 years

02 = Lang barrier

03 = Preg Status: Not pregnant

04 = Preg Status: Multiple births

05 = Preg Status: 25-27 weeks gest

06 = Preg Status: > 35 weeks gest

07 = Smoking Status: No ETS (ETS Only)

08 = Smoking Status: Not a Smoker (NRT Only)

20 = Refused/Not interested

30 = Plans to have an abortion

31 = Interested but called in to appt

32 = Preg Status: Not Sure

33 = Other

40 = Already spoken to RA

41 = Previously screened

Staff initials: _____